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IDENTIFIERS Fort Steilacoom Community College WA; Washington

ABSTRACT

The course outlines presented in this final report comprise a proposed Fort Steilacoom Community College curriculum to be used as a statewide model two-year associate degree curriculum for nursing home administrators. The eight courses described are introduction to nursing, home administration, financial management of nursing homes, nursing home law, patient services and care administration I and II, institutional planning, and internship I and II. The format used for each course outline includes credit hours, catalog description, materials of instruction (required and supplemental readings and/or texts), course objectives, detailed course content, and evaluation. Supplementary (continuing education) course topics are also listed. A proposal for implementing a nursing home administration program in three additional locations is presented. (YLB)

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ED183913

Final Report

Project No. 79-AHC(103)

Washington State Nursing Home Administrator Model Curriculum

Curriculum Development Project
Conducted Under
Public Law 94-482

or

Research Project in Vocational Education
Conducted Under
Public Law 94-482

The project reported herein was performed pursuant to a grant from the Research Coordinating Unit of the Washington State Commission for Vocational Education. Contractors undertaking such projects under the Commission for Vocational Education sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Commission for Vocational Education position or policy.

Florence Kelly (Swaryck) Cowan
Fort Steilacoom Community College
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CE 024 560

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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December 14, 1979

OBJECTIVES

Subobjective 1:

To continue to review the proposed Fort Steilacoom College curriculum dates May 23, 1978 (appendix A) in light of current programs being offered nationwide, periodicals, newly published textbooks, and legislation as a basis for developing the state-wide model curriculum for nursing home administrators.

ASSOCIATE IN NURSING HOME ADMINISTRATION

First Year

FALL		Credits
N.H. 101	Introduction to Nursing Home Administration	5
MNGT 283	Principles of Management	5
SOC 110	Survey of Sociology	5
WINTER		
HSCI 151	Personal and Community Health	5
ACCNT 101	Basic Financial Analysis	5
N.H. 205	Family Relations	3
BUS 206	Business Law	5
SPRING		
N.H. 105	Financial Management of Nursing Homes	5
BIOL 118	Human Anatomy and Physiology	5
ENGL 101	Freshman Composition	5
N.H. 210	Internship I	2
		50

Second Year

FALL		
N.H. 201	Patient Services & Care Administration I	5
N.H. 109	Nursing Home Law	3
SOC 213	Gerontology	5
MNGT 194	Leadership Development & Supervisory Training	3
WINTER		
N.H. 202	Patient Services and Care Administration II	5
SOC. 212	Sociology of Death	3
MNGT 295	Personnel Management	5
SPRING		
N.H. 211	Internship II	8
N.H. 212	Seminar	2
N.H. 207	Institutional Planning	3
		42
	TOTAL CREDITS	92

OBJECTIVES

Subobjective 2:

To contact Department of Social and Health Services; Department of Motor Vehicles, Division of Professional Licensing; the three state-wide nursing home associations, American College of Nursing Home Administration Council on Aging, representatives for the Washington nursing home industry, three university departments of gerontology to enlist their support, cooperation, and expertise in the development of the special course outlines for nursing home administrators.

The decision concerning the scope of material to present in a course to meet the many complexities of a rapidly changing profession in Nursing Home Administration is difficult. The emphasis, of the administrator, should be placed on developing a therapeutic Community for the patients/residents through outstanding professional management/administration of the Nursing home.

The administrator is suddenly faced with the problem that education in nursing home administration is becoming absolutely necessary if he/she is to keep his/her license a marketable product. This course is directed to the beginning administrator or the licensed administrator who wishes to keep abreast of changes in the nursing home field.

No one can do a basic course in the Nursing home administration field without a great deal of help. As in any undertaking of this nature the program is the product of the contributions and encouragement of many.

We are indebted to and want to thank the various health care associations and their members for their participation, support and contributions. We especially want to thank Tory Tjersland, Executive Director and Joan Brewster, Membership Communications Coordinator of Washington State Health Facilities Association, J. David Soper, Executive Director of United Nursing Homes, Inc.; Charles E. Hawley, Executive Director, Washington Association for Homes of the Aged; Norman Levine, V.P. Villa Care Inc., Independent Nursing Homes; Robert Burmeister, Ph.D., Director of the Educational Department, American College of Nursing Home Administrators; John Gerth, Chief of Office of Nursing Home Affairs and Chuck Miller, Ph.D., Office of Vendor rates and standards, Department of Social and Health Services, Office of Nursing Home Affairs, Olympia, Washington; Stanley R. Haskins, Executive Secretary, Department of Professional Licensing, Nursing Home Administrators; Laura Thompson, Director, Area on Aging Pierce County; Arthur Schwartz, Ph.D., Project Director and Adjunct Professor of Psychology, Ethel Percy Andrus Gerontology Center, University of Southern California; Ira Horschfield, Ph.D., Director of Education, Ethel Percy Andrus Gerontology Center, University of Southern California; Joyce Plein, Ph.D., Institute on Aging, University of Washington; Geral Dene Burdman, Center for Gerontology, University of Oregon; Peter J. Buttaro, J.D. Health Care Administration Educator, Presentation College, Aberdeen, South Dakota; Robert A. English, Providence College, Providence, Rhode Island; Pasadena City College, Pasadena, California; Richard Lintner, Des Moines Area Community College, Des Moines, Iowa; and Paul Kerschner, Ph.D., AARP/NRTA, Director of Education and Membership Services, Washington D.C.

We also want to thank the members of the Nursing Home Administration Advisory Committee under whose auspices this project was undertaken: Stanley R. Haskins, Byron Baker, Carolyn Pavloff, Harold V. King, Burton Le Vee, Betty Erwin, Professor Caroline Preston, Joshua Gortler, Merriam E. Lathrop, Alva E. Miller, M.D., Ron Klipping, Barbara Bertolin, Ray Harry, June Biggar, Tory Tjersland, Charles E. Hawley, J. David Soper, John Gerth, Dennis Morton, George Cummings, Richard Payne and Dick Mogg.

Finally, we want to thank George Cummings, Associate Dean of Occupational Education and Richard Payne, Business Division Chairman for their constant support, assistance and understanding and also the Secretaries for their assistance and typing: Barbara Kohler, Dorothy Gregory, Alvera Alexander and others.

Florence Kelly Swaryck
Coordinator/Instructor
Fort Steilacoom Community College
August, 1979

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

★Intent 21 Division BUSINESS

Effort 5218 Program Nursing Home Administration

Course Title Introduction to Nursing Home Administration Abbreviation & Number NH 101

INTRO NHA (Transcript Abbreviation)

Credit Hours 5 Clock Hrs. Per Wk: 1:1 Lecture 5 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___ Individualized Instruction ___ (variable)

Prerequisites, if any None

Submitted by Kelly Swaryck (Name of Instructor) Date 11-28-78

Approved by:

(1) Richard S. Payne (Division Chairman) Date 1/24/79

(2) George R. Cummings (Associate Dean) Date 1/23/79

(3) [illegible] (Registrar) Date ___

(4) Dick Moore (Dean of Instruction) Date 1/25/79

(5) [illegible] 1/26/79 (LRC Director) Date ___

Date of First Reading ___ Date of Final Reading ___

Date of Revision: (1) ___ (2) ___

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No

In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

For associate in Nursing Home Administration

C. Transferability to a four-year school ___ Yes X No

University or College ___

Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) ___ Yes X No

E. High School Completion: ___ Yes X No

NOTE: (4 credits equals one high school semester credit)

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: The history and philosophy of nursing homes; the long-term care administrator; an overview of nursing home organization, management and administration; community resources and interrelationships and activities.

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(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

COURSE OUTLINE - NHA 101

III. Materials of Instruction

Texts: A Practical Guide to Long Term Care and Health Services
Monroe Mitchell; Panel Publishers, 1978

Supplemental Reading: Periodicals
Contemporary Administrator
American Health Care Association Journal
Modern Healthcare
Washington Report on Long Term Care

Textbooks: General Administration in the Nursing Home
Wesley Wiley Rogers; Davis Brothers Publishing Co.,1971

"Extended Care Facilty -- A Guide to Organization and Operation."
Dulcey Miller; McGraw-Hill, 1969

IV. Course Objectives

Upon the completion of the "Introduction to Nursing Home Administration" course, the student should be able to:

A. Have a realistic understanding and viewpoint of what it is, in general, that Nursing Home Administrators do, how they do it, and the tools and techniques they use.

B. Demonstrate a general knowledge of the job performances required of Nursing Home Administrators.

C. Demonstrate a fundamental knowledge of the basic concepts of Nursing Home Administration.

D. Demonstrate the development of an administrative style in relationship to his/her work and career goals.

E. Relate his learning to his/her own experiences, his needs and his personal career objectives in the field of Nursing Home Administration.

F. Recognize (and identify) problem(s) in the Nursing Home field.

G. Recognize the political, and other, aspects of Government regulations pertaining to nursing home administration.

V. Course Content

A. Historical development and philosophy of Nursing Homes.

1. The antecedents of nursing homes.
2. The rise of modern nursing homes.
3. Philosophy of the nursing home.
4. Categorization of Long Term Care facilities.
5. Cost of medical Care

V. Course Content - cont.

A. 6. Demographic aspects of the Nursing Home field
   7. Health Economics
   8. Contemporary Health Issues

B. The Long-Term Care facility administrator

   1. Qualifications
   2. Responsibilities
   3. Authority
   4. Liability

C. Nursing Home Organization

   1. Types of Ownership
   2. Patient care policy administration
   3. Patient care manual
   4. Procedure manual
   5. Ethical considerations

      a. Conflict of interest
      b. Informed consent
      c. Treatment expectations
      d. Patients Bill of Rights
      e. Profitability
      f. Confidentiality
      g. Release of information
      h. Disclosure
      i. Peer review
      j. Professionalism

D. Overview of Long Term Care Institutional Administration

   1. Nursing
   2. Business office
   3. Admission and discharge
   4. Medical records
   5. Pharmaceutical services
   6. Dietary
   7. Housekeeping
   8. Laundry
   9. Maintenance
   10. Physical therapy
   11. Occupational therapy
   12. Social Services
   13. Activities
   14. Medical and Dental services
   15. Laboratory services
   16. Radiology

E. Community Resources and Interrelationships

   1. Community medical care, hospital, rehabilitative and social service resources.

V. Course Content - cont.

E. 2. Additional community resources

a. Religious institutions
b. Schools
c. Service agencies
d. Government agencies, State and National
e. Voluntary agencies
f. Health service agencies
g. Volunteers and Auxiliaries
h. Alternatives to institutional care

F. Government Regulations and Legislation

1. Comprehensive Health Planning Organizations
2. Process of law and regulation making by Government
3. Lobbying
4. Third-party reimbursement organizations

a. Medicare
b. Medicaid
c. Blue Cross
d. Blue Shield
e. Mutual of Omaha
f. Commercial insurance
g. Workman's Compensation

VI. Evaluation

3 written papers
Class participation
3 oral class presentations
Final examination
Grading: 90% of total points = A
80-89% of total points= B
65-79% of total points= C
55-64% of total points= D

Spr C-1

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

★ Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Financial Management of Nursing Homes Abbreviation & Number NH 105

F I N C L M G M T (Transcript Abbreviation) 07.99.02

Credit Hours 5 Clock Hrs. Per Wk: 1:1 Lecture 5 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___
Individualized Instruction ___ (variable)

Prerequisites, if any ___

Submitted by Kelly Swaryck (Name of Instructor) Date ___

Approved by:

(1) R. L. Payne (Division Chairman) Date 4/3/79

(2) GR Cummings (Associate Dean) Date 4-4-79

(3) [illegible] (Registrar) Date 4-4-79

(4) Dick Moss (Dean of Instruction) Date 4-20-79

(5) George T. Leslie (LRC Director) Date 4-23-79

Date of First Reading ___ Date of Final Reading ___

Date of Revision (1) ___ (2) ___

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No

In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No

University or College ___
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No

NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E.Code
Nursing Home Administration 07.99.02

G. Add course to our inventory for Spring quarter 1979.

H. Delete course from our inventory beginning ___ quarter 19__.

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Financial statements, chart of accounts, revenue billing, Medicare and Medicaid reimbursement principles, inventory control, business taxes and budgeting.

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(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

IV. MATERIALS OF INSTRUCTION

Text: "General Administration in the Nursing Home."

Wesley Wiley Rogers

CBI Publishing Company, Inc. 1971

Supplemental Reading:

"Principles of Long Term Health Care Administration"

Buttaro, Peter J.,

Health Care Facility Consultants, Publishers, 1978

Title XVIII - Medicare

Title XIX - Medicaid.

V. COURSE OBJECTIVES

Upon completion of the course the student should be able to:

A. Understand the fundamental accounting equation.

B. Determine the usefulness of the business statement of the nursing home.

C. Utilize the records in payroll accounting.

D. Understand the various types of taxes for which the nursing home is responsible

E. Understand the principles of reimbursement as set forth for participating nursing homes in the Medicare Health Insurance Plan.

F. Define the difference in what is reasonable allowable costs and non-allowable costs.

G. Understand and apply the reimbursement procedure.

H. Understand the importance of establishing and maintaining budget objectives.

I. Establish methods of collecting data for the purpose of projecting a budget.

J. Use methods of coordinating and communicating the budget to the personnel.

VI. COURSE CONTENT

A. Introduction
   1. Class Objectives
      a. student's view
      b. instructor's view

B. History of financial management of nursing homes.

C. Introduction to accounting
   1. Cash system of accounting
   2. Accrual system of accounting

D. Uniform Chart of accounts
   1. Assets
   2. Liabilities
   3. Equity

E. Double entry system of accounting
   1. journals
   2. general ledgers

F. Financial statements
   1. form
   2. use
   3. frequency

G. Management of assets
   1. cash
   2. accounts receivable
   3. fixed assets
   4. inventories

H. Taxes
   1. Business taxes
      a. types
      b. recording
      c. returns and payment to taxing agency.
   2. Payroll taxes
      a. types
      b. recording
      c. returns and payment to taxing agency

VI. COURSE CONTENT (continued)

I. Revenue billing

1. Medicare
   a. eligibility
   b. forms
   c. billing and collection
2. Medicaid
   a. eligibility
   b. forms
   c. billing and collection

J. General cost reimbursement principles.

1. Medicare cost reimbursement
   a. forms
   b. regulations
      1) allowable costs
      2) non-allowable costs
   c. audit and settlement function
2. Medicaid cost reimbursement
   a. forms
   b. regulations
      1) allowable costs
      2) non-allowable costs
   c. audit and settlement functions

K. Budgeting

1. Basic objectives of budgeting
2. Elements of budgeting
3. Budget data
   a. Fixed cost items
   b. Variable cost items
4. Budget process
5. Coordination of budget use
6. Communication of the budget

VI. EVALUATION

1. 10 quizzes
2. Mid-term examination
3. Final Examination
4. Grading

   90% of total points = A

   80% - 89% of total points = B

   65% - 79% of total points = C

   55% - 64% of total points = D

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

★ Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Nursing Home Law Abbreviation & Number NH 109

N U R S H O M E L W (Transcript Abbreviation)

Credit Hours 3 Clock Hrs. Per Wk: 1:1 Lecture 3 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___

Individualized Instruction ___ (variable)

Prerequisites, if any Business Law (BUS 206)

Submitted by Kelly Swaryck Date 7/26/79
Name of Instructor

Approved by:

(1) Jan Halverson Date 8/9/79
Division Chairman

(2) George R Cummings Date 8/13/79
Associate Dean

(3) [signature] Date ___
Registrar

(4) Dick Mogg Date 9/13/79
Dean of Instruction

(5) [signature] Date ___
LRC Director

Date of First Reading ___ Date of Final Reading ___

Date of Revision: (1) ___ (2) ___

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No
In areas of: Communications ___ Math/Science ___
Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No
University or College ___
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No
NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E. Code Nursing Home Adm. 0799.02

G. Add course to our inventory for Fall quarter 1979

H. Delete course from our inventory beginning ___ quarter 19___

II. LAB FEE: ☐ Yes ___ No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Legal aspects of long-term health care administration, and insurance liability.

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(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

Format Revised 3/79

NH 109 Nursing Home Law

III Materials of instruction
Texts: "Legal Manual for Nursing Homes"
Buttaro, Peter J

Supplemental Reading:
Black's Law Dictionary, 4th edition
Interpretive Guidelines and survey procedures for the application of the conditions of Participation for Skilled Nursing Facilities
42 CFR part 405

IV Course Objectives
Upon completion of this course, the student should possess the skill to:

1. understand the judiciary system and functions
2. recognize the types of tort law
3. have the knowledge to manage a nursing home within rules and regulations concerning negligence
4. recognize and understand the liabilities of the administration and the governing body
5. know the requirements for licensure of a Nursing Home Administration
6. understand the organization and legal responsibilities of organizing a volunteer auxiliary
7. have knowledge of contract laws
8. understand how wills and estates are administered
9. understand the laws governing appointments and powers of guardians
10. recognize labor law and labor relations
11. understand the Patient and Facility Bill of Rights and the implementation of them

V Course Content

A. The Judiciary System
1. Review of the Judiciary System
   a. Definition of law
   b. Common law
   c. Statutory law
   d. Criminal law
   e. Civil law
2. The court system in the United States
   a. Federal Court system
      (1) United States District Court
      (2) United States Court of Appeals
      (3) United States Supreme Court
   b. State Court system
      (1) Magistrate Court
      (2) Circuit Court
      (3) Court of Appeals
      (4) Supreme Court

3. Court Procedure
   a. Complaint and Summons
   b. Answer
   c. Pre-trial discovery
      (1) Deposition
      (2) Interrogatories
      (3) Pre-trial conference
   d. Trial
   e. Selection of jury
   f. Opening statement
   g. Interrogation of witnesses
   h. Function of the Judge
   i. Post-trial procedure
   j. Right of appeals
   k. Burden of proof

B. Tort Law
1. Intentional Torts
   a. Assault
   b. Battery
   c. False imprisonment
2. Defense to Intentional torts
3. Defamation
4. Slander
5. Defenses to defamation
   a. absolute privilege
   b. qualified privilege
6. Invasion of privacy
7. Unintentional Torts
   a. Negligence
      (1) Ordinary negligence
      (2) Gross negligence
   b. Willfull, wanton and reckless misconduct
      Defenses to negligence

C. Corporate negligence
1. Duties owed by nursing home to their patients
   a. Furnish adequate equipment
   b. Maintain building and grounds
   c. Select, retain and supervise employees
   d. Owed to convalescing patients
2. Protective services for aged
   a. Definition
   b. Legal principles
   c. State licensing inspections and contracts
   d. Commitment to institutions
   e. Change in Patient Classification/fair hearing
   f. Patient's rights

3. Consent to Health Care Procedures
   1. Nature of consent
   2. Liability for failure to obtain consent
   3. Proof of consent
   4. Who must consent
   5. Refusal of consent
   6. Consent vs. emergency situations

D. Vacarious Liability
   1. General liability of nurses
   2. Definition of:
      a. Registered Nurse
      b. Nurse Practitioner/Extended Care Nurse
      c. Licensed Practical/Vocational Nurse
      d. Private duty Nurse
      e. Certified Nurse's Aides/Assistants
   3. Nurses Liability under Respondeat Superior
      a. Burns
      b. Falls out of bed
      c. Infections
         (1) Guidelines for policies concerning infections
      d. Decubiti

E. Functions and liabilities of the Administrator and of the Governing Board
   1. Functions of the Administrator
      a. Administrator and the Governing Board
      b. General duties of the Administrator
      c. Desirable traits of the Administrator
      d. Code of ethics
      e. Source of Authority of Administrator
      f. Rights of the Administrator and the facility
   2. Personal liability of the Administrator
      a. Licensing
      b. Liability for personal acts
      c. Liability for acts of agents
      d. Liability of Administrator as an agent
      e. Liability for breach of duty imposed by Statute
   3. Liability of the Governing Body
      a. General duties of the governing body
      b. Size of the Board of Directors
      c. General duties of the Board of Directors
      d. Specific duties of the Board of Directors
      e. Committees of the Board of Directors
      f. Rights and duties of Officers and Directors
      g. Liability Insurance for Corporate Officers and Directors

4. Licensing of Nursing Home Administrators
   a. Rules and regulations of Licensure
   b. Authority of the Licensing Board
   c. General definitions of terms used in the licensing act
   d. General powers of the Board of Examiners
   e. Licensing Board as Administrative Agency
   f. General duties of the Licensing Board
   g. Power of the Licensing Board to determine subjects for examination
   h. Pre-examination requirements
   i. Suitability and fitness of the Administrator
   j. Rights of appeal
   k. Subjects included on licensing
   l. Grading of licensing examination
   m. Administrator in Training Programs.
   n. Provisional license
   o. Refusal, suspension and revocation of license
   p. Complaints and hearing procedures
   q. Conduct of hearings
   r. Reciprocity between States

F. Auxiliaries
   1. Legal organization
   2. Rights and liabilities of auxiliaries
   3. Legal relationship between the facility and the auxiliary

G. Legal Aspects of Medical Records
   1. Purpose of the Medical record
   2. Legal necessity for keeping records
   3. Content of the medical record
   4. Retention of the medical record
   5. Health record as confidential documents
   6. Release of information from health record.

H. Law of Contracts
   1. Formal Contract
   2. Implied Contract
   3. Unilateral Contract
   4. Bi-lateral Contract
   5. Mutual assent of the parties
   6. Legality of the agreement
   7. Valid consideration
   8. Capacity of the parties to Contract
   9. Life Care Contracts
   10. Contracts for consultative services
   11. Insurance Contracts
      a. types of insurance
      b. Principles of insurable risks

I. Wills and Administration of Estates
   1. General types of wills
   2. Types of legacies
   3. Steps in execution of will
   4. Requirements of valid will
   5. Steps in the probate of a will

J. Law of Guardianship
   1. Types of guardians
   2. Appointment of guardian
   3. General powers and duties of guardian
   4. Types of evidence
   5. Guidelines for appearing in Court with records
   6. General rules of evidence

K. Labor Law and Labor Relations
   1. Federal Labor laws
   2. Taft-Hartley Act
   3. Fair Labor Standards Act
   4. State Labor Laws
   5. Certification by a Union
   6. Consent Agreements
   7. Agreements to stipulate
   8. Grounds for Objection to an election
   9. Do's and Dont's in Union drives

L. Patient and Facility Bill of Rights

VI. Evaluation
   Weekly quiz
   Mid-term examination
   Final examination
   Written project

Grading

90% - 100% of total points = A
80% - 89% of total points = B
65% - 79% of total points = C
55% - 64% of total points = D

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

★Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Patient Services & Care Adm. I. Abbreviation & Number NH 201

PATIENT SERV (Transcript Abbreviation)

Credit Hours 5 Clock Hrs. Per Wk: 1:1 lecture 5 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___

Individualized Instruction ___ (variable)

Prerequisites, if any ___

Submitted by Kelly Swaryck (Name of Instructor) Date 7/26/79

Approved by:

(1) [signature] (Division Chairman) Date 8/9/79

(2) [signature] (Associate Dean) Date 8/13/79

(3) [signature] (Registrar) Date ___

(4) Dick Mozzy (Dean of Instruction) Date 9/13/79

(5) [signature] (LRC Director) Date ___

Date of First Reading ___ Date of Final Reading 10-4-79

Date of Revision: (1) ___ (2) ___

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No
In areas of: Communications ___ Math/Science ___
Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No
University or College ___
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No
NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E. Code
Nursing Home Administration 07.99.02

G. Add course to our inventory for Fall quarter 19 79.

H. Delete course from our inventory beginning ___ quarter 19___.

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Patient orientation, Physician relationships, Nursing principles, Medical records, Pharmacology and medical terminology

(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

Format Revised 3/79 735-789

III. Materials of Instruction

Texts:

1. "Principles of Long Term Care Administration", Peter J. Buttaro, Health Care Facility Consultants Publishers, 1978.
2. "Interpretive Guidelines and Survey Procedure for the Application of the Conditions of Participation for Skilled Nursing Facilities", (Title 18), 42 CFR 405. July 1977.
3. "Interpretive Guidelines and Survey Procedures for the application of Standards for the General Intermediate Care Facilities," 42 CFR 449.12 (a) and (b). June 1977.
4. "Nursing Home Rules and Regulations," State of Washington, Department of Social and Health Services, Chapter 248-14 (WAC 248-14-001 through 248-14-999).

Supplemental Reading List

1. "Basic Principles of Long-term Patient Care", Charles H. Kramer and Jeanette R. Kramer.
2. "Nursing and the aged", Irene Mortenson Burnside.
3. "General Administration in the Nursing Home", Second edition, Wesley Wiley Rogers.

IV. Course Objectives

Upon successful completion of this course, the student possess the skills to:

A. Apply State and Federal regulations to specified departments and functions within a nursing home.

B. Compare functional changes of normal aging and those related to pathologies commonly found in the elderly persons.

C. Describe major biological processes of human aging.

D. Understand the qualifications, functions and responsibilities of the Director of Nursing Services and other Nursing personnel.

E. Evaluate the procedures for the safe administration of pharmaceuticals.

F. Recognize the names of commonly used drugs in the medical treatment of the aged.

G. Understand the terminology used to describe normal bodily functions, pathologies and other conditions of the aged.

H. Be familiar with the specialties in medicine.

I. Understand the medical record system and the required forms.

J. Recognize deviations from normal aging

V. Course Content

A. Patient Orientation

1. Pre-admission functions
    a. Facility selection
    b. Pre-admission meeting
        (1) admission agreement
        (2) Nursing home policies including patient rights
        (3) Financial agreement
2. Pre-admission Requirements
    a. Physical examination
    b. Certification by Physician
    c. Pharmaceutical arrangements
3. Patient/Resident Admission
    a. Patient orientation
    b. Check-in procedures
4. Physician Relationships
    a. Legal relationships
    b. Ethical relationships

B. Business Administration
1. Financial
2. Facility Departments and Environment

C. Nursing Principles
1. Organization of Nursing Services
2. Responsibilities and Functions of Nursing Staff
    a. Director of Nursing Services
    b. Charge Nurses - Rn and LPN
    c. Nursing assistants
3. Staff Development
4. Rehabilitative activities

D. Pharmacology and Medical terminology
1. Policies and Procedures of drug administration.
2. Responsibilities of physician, licensed nurses, and pharmacists
3. The consulting pharmacist
4. Drugs and narcotics: Classification, use and regulation
5. Medical terminology: body functions and systems
6. Medical terminology: Common diseases and disorders of the aged.
7. Medical terminology: Specialties in medicine

8. Medical terminology: Common symptoms
9. Medical terminology: abbreviations of medical and nursing terms.

E. Medical Records
1. Maintenance of medical records
   a. completion of records
   b. Retention
   c. Preservation
   d. Confidentiality
2. Staffing
3. Content of medical record
4. Types of records
   a. admission and discharge
   b. Daily clinical notes and records
   c. Social and miscellaneous records.

F. Aging/Life Transitions
1. Geriatrics and Gerontology
   a. Definitions
   b. Statistics
   c. Theories of Aging
   d. Myths of aging
2. Gerophysiology and Biology of Aging
   a. Psychology of Aging
      (1) Sensory Processes
      (2) Preceptual processes
      (3) Mental functioning
      (4) Expectancies
   b. Systemic changes in Normal Aging
      (1) Nervous system
      (2) Pulmonary system
      (3) Digestive system
      (4) Cardiovascular/Renal system
      (5) Endocrine system
      (6) Integumentary system
   c. Common deviations of the aging process: Pathophysiology

1. Cardiopulmonary abnormalties in aging
2. Renal abnormalties in the aged.
3. Digestive Disorders in the aged.
4. Musculoskeletal abnormalties in the aged
5. Nervous system disorders

VI. Evaluation
Weekly Quiz
Mid term examination
Final examination
Grading:

90% - 100% of total points = A
80% - 89% of total points = B
65% - 79% of total points = C
55% - 64% of total points = D

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

OFFICIAL

★ Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Patient Services & Care Administration II Abbreviation & Number NH202

PAT SERV III (Transcript Abbreviation)

Credit Hours 5 Clock Hrs. Per Wk: 1:1 Lecture 5 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___

Individualized Instruction ___ (variable)

Prerequisites, if any Patient Services and Care Administration I (NH 201)

Submitted by Kelley Swaryck Cowan (Name of Instructor) Date 7/26/79

Approved by:

(1) [signature] (Division Chairman) Date 8/9/79

(2) [signature] (Associate Dean) Date 8/13/79

(3) [signature] (Registrar) Date ___

(4) [signature] (Dean of Instruction) Date 9/13/79

(5) [signature] (LRC Director) Date ___

Date of First Reading ___ Date of Final Reading 10-18-79

Date of Revision: (1) ___ (2) ___

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No
In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No
University or College ___
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No
NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E. Code
Nursing Home Adm. 0799.02

G. Add course to our inventory for Winter quarter 1979

H. Delete course from our inventory beginning ___ quarter 19___

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Dietary, Safety, Sanitation, Microbiology, Housekeeping, Maintenance, Laundry, Activities and Recreation.

(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

NH202 Patient Services and Care Administration II

III. Materials of Instruction

Texts: A. "Principles of Long Term Care Administration", Peter J. Bultero

B. "Interpretive Guidelines and Survey Procedures for the Application of the Conditions of Participation for Skilled Nursing Facilities" (Title 18), 42 CFR 405., July, 1977.

C. "Interpretive Guidelines and Survey Procedures for the application of Standards for the General Intermediate Care Facilities", 42 CFR 449.12 (a) and (b), June, 1977.

D. "Nursing Home Rules and Regulations", State of Washington, Department of Social and Health Services, Chapter 248-14 (WAC 248-14-001 through 248-14-999).

Supplemental Reading

1. "Fundamentals of Nursing Home Administration", Florence L. McQuillan.

2. "General Administration in the Nursing Home", 2nd edition, Werley Weily Rogers

IV. Course Objectives

Upon completion of this course, the student possess the skills to:

A. Plan and implement a rehabilitation service in the nursing home.

B. Plan and implement an activities and recreation program in the nursing home.

C. Understand the dietary department rules and regulations

D. Organize and implement the dietary department

E. Establish a functioning housekeeping department

F. Maintain a safe facility

G. Establish a safety plan for the total facility

H. Understand the principles of sanitation

I. Develop, implement and maintain an infection control plan.

V. Course Content

A. Rehabilitation

1. Definition

2. Space, facilities and equipment

3. Policies and Procedures
4. Therapists
   a. Types
   b. Functions of each type
5. Planning for Rehabilitation
   a. Rehabilitation team
   b. Patient assessment
   c. Patient care plan

B. Activities and Recreation
1. P & P
2. Purpose
3. Space, facilities and equipment
4. Staff members
5. Scope of program
6. Volunteers

C. Nutrition and Dietary Services
1. Dietetic Rules and Regulations
2. Personnel
   a. Dietetic staff
   b. Functions and requirements of dietary staff
   c. Dietary Consultant responsibilities
   d. Hygiene of staff
3. Food
   a. Supplies
   b. Protection
   c. Preparation
   d. Service
   e. Pt. requirements
4. Menus
   a. Nutritional adequacy
   b. Planned menus and cycles
   c. Therapeutic diet menu
   d. Frequency of meals
5. Dietary Facilities
   a. Storage
   b. Receiving

c. Dining Room
d. Food preparation area
e. Food serving area
f. "clean-up" area
g. Garbage and refuse disposal
h. Employee facilities
i. Temporary Food Service

D. Housekeeping Department
1. Housekeeping
a. Policies and Procedures and Rules and Regulations
b. Personnel
(1) Executive housekeeper
(2) Housekeeper maid
(3) Janitor - custodian - engineer
c. Functions and Responsibilities of Housekeeping Staff
d. Equipment and supplies for housekeeping functions
e. Scheduling duties
f. Evaluations and corrections
g. In-service education
2. Maintenance
a. Rules and Regulations and Policies and Procedures
b. Personnel
(1) custodian
(2) Maintenance person(s)
c. Functions and responsibilities of maintenance department
d. Equipment and supplies for maintenance functions
e. Scheduling duties
f. Evaluations and corrections
g. In-service education
3. Laundry
a. Rules and Regulations and Policies and Procedures
b. Personnel
(a) Head laundress
(b) laundry assistant(s)

c. Functions and responsibilities of laundry department
d. Equipment and supplies for laundry department
e. Scheduling duties
f. Evaluation and corrections
g. In-service education

4. Housekeeping related to total facility program
a. Public relations
b. Patient well-being
c. Relation to all departments
d. Safety
e. General maintenance
f. all employees

E. Safety, Sanitation, Microbiology.

1. Safety, disaster and evacuation
a. Safety
(1) Safe facility
(2) Safe work practices
(3) In-service education
(4) Fire drills and practice
b. Disasters
(1) Types
(2) Psychology of reaction
(3) Planning for disaster
(4) elements of disaster
(5) The disaster plan
(6) First aid, fire, evacuation and emergency equipment

2. Sanitation principles
a. Definition
b. Symptoms of unsanitary conditions
c. Causes of contamination
d. Prevention of spread of contamination
e. Preventative methods

3. Microbiology applied in Nursing Homes.
a. Causes of disease
(1) Parasites

(a) animal parasites

(b) plant parasites

(2) Pathogens

(3) Malnutrition

(4) Physical or chemical agents

b. Control of infections

(1) Preventative maintenance

(2) Isolation space

(3) Central sterile supply

(4) Appropriate housekeeping

(5) Infection control

VI. Evaluation

Weekly Quiz

Mid term examination

Final examination

Field trips with reports

Grading: 90% - 100% of total points = A

80% - 89% of total points = B

65% - 79% of total points = C

55% - 64% of total points = D

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

OFFICIAL

*Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Institutional Planning Abbreviation & Number NH 207

INSTI PLAN (Transcript Abbreviation)

Credit Hours 3 Clock Hrs. Per Wk: 1:1 Lecture 3 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern ___
Individualized Instruction ___ (variable)

Prerequisites, if any

Submitted by Kelly Swaryck Cowan (Name of Instructor) Date 7/26/79

Approved by:

(1) [signature] (Division Chairman) Date 8/5/79

(2) [signature] (Associate Dean) Date 8/13/79

(3) [signature] (Registrar) Date

(4) [signature] (Dean of Instruction) Date 9/13/79

(5) [signature] (LRC Director) Date

Date of First Reading Date of Final Reading 10-18-79

Date of Revision: (1) (2)

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No
In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No
University or College
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No
NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E. Code
Nursing Home Adm 0799.02

G. Add course to our inventory for Spring quarter 1980.

H. Delete course from our inventory beginning ___ quarter 19___.

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Program and facility planning techniques for long-term health care facilities.

(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

NH 207 Institutional Planning

III. Materials of Instruction
Texts: "General Administration in the Nursing Home"
2nd edition Wesley Wiley Rogers

Supplemental Reading List
1. Conditions of Participation, 42 DFR Part 405 Title 18. 405.1121 (f)
2. WAC and RCW and Bldg. Codes
3. Handouts from "Financial Management of Nursing Homes: Class - NH 105

IV. Course Objectives
Upon completion of this course, the student should possess the skill to:

a. analyze annual operating budget
b. organize a capital budgeting plan
c. analyze and incorporate various controls in institutional planning
d. understand Codes and Life Safety
e. obtain a license to operate a facility by accomplishing each step
f. program a facility
g. understand the mechanical systems and the maintenance of each system
h. understand third nation planning
i. complete a physical plant layout and obtain the required documents

V. Course Content
A. The Cost Factor
1. Annual operating budget
2. Capital budget
a. Services to be provided in the future
b. Estimated cost of providing such services
c. Proposed capital expenditures in excess of $100,000
d. Proposed method of financing such costs.
3. Generial view of market condition "today."

B. Analysis of relationship between facility layouts and patient care
1. Traffic control
2. Observation control
3. Noise control
4. Time control
5. Evacuation procedures and control plans

C. Design I
1. Codes and Life Safety
   a. Facility design
   b. Method of operation
   c. Continuing maintenance
   d. Life safety care (largest contributor to profits or losses)
2. Codes and the Department of Public Health
3. License to operate a facility
   a. Steps to obtain license
      (1) how
      (2) who from
      (3) why or why not
4. Inspections
5. Violations
6. Corrections
7. Remodel
8. Expansion
9. Certificate of Need
   a. verification of need
   b. design

D. Design II
1. Programming the requirements
   a. Information from Administrator to Architect
   b. Information from Architect to Administrator
   c. Development procedures.
2. The Mechanical Systems
   a. Heating
   b. Ventilation
   c. Odor control
   d. Electrical Systems
3. Life Cycle Costing
   a. Mechanical systems
   b. Complex and important

E. Maintenance I
1. Physical plant maintenance and operation
2. Factors of design
   a. Access
   b. Replacement
   c. Alternate methods
   d. Shut downs

F. Design III
  1. Physical plant layout
  2. Site development
  3. Neighboring Considerations
  4. Access to site

G. Maintenance II
  1. Upkeep and housekeeping
  2. Management of in-house maintenance
  3. Effect on proper physical operations
  4. Purchasing power

H. Third Nation Planning
  1. Overseas markets
  2. Potentials for providing services overseas
  3. Difference in planning

I. Maintenance III
  1. Food service
  2. Laundry
  3. Storage
  4. Grounds
  5. Lobbies
  6. Alterations during operation
     a. Deterioration
     b. Vandals and patient damage
     c. Emergency situations

J. Design III
  1. Physical plant layout
     a. Design considerations
     b. Material selections
  2. Change of occupancy
  3. Mixed use in same facility
  4. The required documents
     a. Drawings
     b. Specifications
     c. Material supplied by owner
     d. Medical equipment and time of delivery
     e. Inspections
     f. Certificate of occupancy

K. Design III cont.
  1. Physical plant layout
     a. aesthetics
        (1) Color
        (2) Interior furnishings
     b. Personal liker and personal habits
     c. Industrial Safety Acts (OSHA)
     d. Recreation for employees and patients
  2. Selection of Design and Consultation Team
     a. The Architect, Engineers, etc.
     b. The consultants
     c. What the team owes to owner/adm.

L. Design III cont.
  1. Physical plant layout
     a. Rooms
     b. Toilets
     c. View of room and view from room
     d. Nurse stations
  2. Ancillary functions
     a. Equipment storage
     b. Physician accommodations
     c. Visitors accommodations
     d. Party rooms
     e. Chapels
     f. Offices

M. Design IV
  1. Presentation of student exhibitions

VI Evaluation
  Quizzes
  Mid-term project examination
  Final

Grading
  90% - 100% of total points = A
  80% - 89% of total points = B
  65% - 79% of total points = C
  55% - 64% of total points = D
  Below 55% = F

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

Revised

OFFICIAL

★Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Internship I Abbreviation & Number NH 210

INTERNSHIP I (Transcript Abbreviation)

Credit Hours 2 Clock Hrs. Per Wk: 1:1 Lecture ___ 2:1 Lab ___ 3:1 Clinic ___ 5:1 Coop Field Exp. or Intern 10

Individualized Instruction ___ (variable)

Prerequisites, if any

Submitted by Kelly Swaryck Cowan (Name of Instructor) Date 7/26/79

Approved by:

(1) Jane Halverson (Division Chairman) Date 8/5/79

(2) George R. Cummings (Associate Dean) Date 8/8/79

(3) [illegible] (Registrar) Date

(4) Dick Mozzy (Dean of Instruction) Date 9/13/79

(5) [illegible] (LRC Director) Date

Date of First Reading Date of Final Reading 10-18-79

Date of Revision: (1) (2)

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No
In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No
University or College
Individual institutions reserve the right to accept or reject specific courses.
Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No
NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E. Code
Nursing Home Adm 0799.02

G. Add course to our inventory for Spring quarter 1979

H. Delete course from our inventory beginning ___ quarter 19___

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: This preliminary course provides 10 hours per week of supervised work experience in long-term care facilities.

(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII. EVALUATION

IV. Materials of Instruction

A. "Interpretive Guidelines and Survey Procedures for the application of the conditions of Participation for Skilled Nursing Facilities," 42CFR part 405. July, 1977.

B. Interpretive Guidelines and Survey Procedures for the application of Standards for the General Intermediate Care Facilities." 42CFR 449.12 (a) and (b). June 1977

C. Nursing Home Rules and Regulations." State of Washington, Department of Social and Health Services, Chapter 248-14 (WAC 248-14-001 through 248-14-999)

V. Course Objectives

Upon completion of this internship, the student should possess the skill to:

1. know the physical layout of a facility
2. understand the general operation of each department, the personnel and functions of each in relation to the overall facility
3. understand the facility policy on admissions and discharge of patients/residents
4. understand the personnel policies of the facility pertaining to personnel, recruitment, selection and orientation
5. evaluate his/her experience with internal and volunteer communication
6. assist with accounts receivable and payroll of a facility
7. understand and apply the safety and disaster plans of a facility
8. understand and evaluate the dietary personnel requirements of a facility
9. understand a general overview of the system of dietary operation in a long term care facility
10. understand the general operation of a housekeeping department
11. understand the basic organization, personnel and functions within the nursing department of a long-term care facility
12. evaluate his/her experience in the maintenance department in relation to the total operation of a long-term care facility
13. know the basic functions and operation of a laundry department in a facility

VI. Course Content

A. Orientation

1. Tour of entire facility, plant and grounds

2. Location of each department and an explanation of:
   a. each department's function
   b. each department's interaction
3. General organization and operation of facility to include:
   a. history, organization chart and structure
   b. goals and objectives
   c. services
   d. policies
   e. use of administrative manual

B. Administrative and Business office
1. Admissions
   a. Policy on admission
   b. Type of patient/resident admitted
2. Discharges
   a. Discharge policy
   b. Transfer agreements
3. Personnel
   a. Personnel policy
   b. Methods of recruitment
   c. Selection of personnel
   d. Orientation techniques for new employees
   e. In-Service training

C. Effective Communications and Public Relations
1. Internal relations
2. Volunteer services
3. Professional relations

D. Business Management
1. Accounts receivable (collection techniques)
2. Cash flow
3. Payroll (Control and analysis)
4. Purchase orders
5. Inventory control
6. Malpractice insurance

E. Safety
1. Safety Policies and regulations
2. Disaster plan
3. General safety regulations

F. Dietary Department

1. Dietary Policies
2. Overview of operation
3. Personnel and job function
4. Employee hygiene
5. Maintenance of floors and walls
6. Fire control
7. Type of food service system
8. Purchasing food
9. Storage of food
10. Dietary equipment
11. Tray preparation and dispatch of food carts
12. Non-food supplies

G. Housekeeping Department

1. Housekeeping policies and procedures
2. Personnel and job function
3. Washing, mopping, and scrubbing
4. Chemical and disinfectants used
5. Pest control
6. Cleaning windows, screens, furniture, light fixtures

H. Nursing Department

1. Nursing policies, procedures and regulations
2. Organization and functions of personnel
3. In-service training
4. Selected medical records
5. Purchasing, storage, and inventory control
6. Patient care standards
7. Rehabilitation services implemented

I. Operation Maintenance and Grounds

1. Maintenance policies and regulations
2. Lawn, shrubs, and tree care
3. Interior equipment for total operation
4. Exterior of building

J. Laundry Department

1. Laundry policies and procedures
2. Study linen flow
3. Storage and handling
4. Inventory Control

L. Basic learning experiences in each department with projects to show accomplishments.

VI. Based on monthly reports of accomplishment by students, preceptor and coordinator.

Grading:

90% - 100% of total points = A
80% - 89% of total points = B
65% - 79% of total points = C
55% - 64% of total points = D

COMMUNITY COLLEGE DISTRICT 11
FORT STEILACOOM COMMUNITY COLLEGE
COURSE OUTLINE

OFFICIAL

★ Intent 21 Division Business

Effort 5218 Program Nursing Home Administration

Course Title Internship II Abbreviation & Number NH 211

INTERNSHIP 2 (Transcript Abbreviation)

Credit Hours 8 Clock Hrs. Per Wk: 1:1 Lecture___ 2:1 Lab___ 3:1 Clinic___ 5:1 Coop Field Exp. or Intern 40

Individualized Instruction ____ (variable)

Prerequisites, if any Internship I (NH 210)

Submitted by Kelly Swaryck Cowan (Name of Instructor) Date 8-9-79

Approved by:

(1) Jan Halvorson (Division Chairman) Date 8/13/79

(2) George R. Cummings (Associate Dean) Date 8/13/79

(3) [illegible] (Registrar) Date

(4) Dick Mozzo (Dean of Instruction) Date 9/13/79

(5) [illegible] (LRC Director) Date

Date of First Reading ____ Date of Final Reading 10-18-79

Date of Revision: (1) ____ (2) ____

I. EVALUATION USAGE:

A. FSCC General Education Distribution for the Associate in Arts and Sciences Degree ___ Yes X No

In areas of: Communications ___ Math/Science ___ Humanities ___ Social Sciences ___

B. FSCC Occupational Program Credit: X Yes ___ No

C. Transferability to a four-year school ___ Yes X No

University or College ____

Individual institutions reserve the right to accept or reject specific courses. Students are advised to check with the institution to which they wish to transfer.

D. Associate in General Studies (50-99) X Yes ___ No

E. High School Completion: X Yes ___ No

NOTE: (4 credits equals one high school semester credit)

F. Name of Vocational Program and O.E.Code Nursing Home Administration 07.99.02

G. Add course to our inventory for Spring quarter 1980.

H. Delete course from our inventory beginning ____ quarter 19__.

II. LAB FEE: ☐ Yes X No REFUNDABLE: ☐ Yes ___ No

III. CATALOG DESCRIPTION: Final course of supervised work experience in long-term care facility.

(USE SEPARATE SHEET FOR FOLLOWING)

IV. MATERIALS OF INSTRUCTION V. COURSE OBJECTIVES VI. COURSE CONTENT VII EVALUATION

NH 211 Internship II

IV. MATERIALS OF INSTRUCTION

A. "Interpretive Guidelines and Survey Procedures for the application of the Conditions of Participation for Skilled Nursing Facilities." 42 CFR part 405. July 1977.

B. "Interpretive Guidelines and Survey Procedures for the application of Standards for the General Intermediate Care Facilities." 42 CFR 449.12 (a) and (b) June 1977.

C. Nursing Home Rules and Regulations. State of Washington, Department of Social and Health Services, Chapter 248-14 (WAC 248-14-001 through 248-14-999).

D. Facility Administrative Manual.

E. Facility Policy and Procedure Manual.

F. Workmen's Compensation, Fair Labor Laws and OSHA/WISHA manuals.

V. COURSE OBJECTIVES:

Upon completion of this internship, the student should possess the skill to:

1. Acquire proficiency in management of a modern nursing home through practical "on-the-job" experience.

2. Handle situations involving personal relations between the administrator, the patient/resident, and the staff.

3. Experience and solve managerial, professional and ethical problems efficiently and skillfully.

4. Become a confident practitioner in the administration of a health-care facility.

VI. COURSE CONTENT

A. Administrative & Business Office:

1. Admissions:

a. points to be covered in admission interview
(1) policy (what type of cases admitted)
(2) charges and billing procedures
(3) refunds
(4) transfers
(5) discharges

2. Discharges:

a. points to be covered in discharge procedures
(1) discharge policies of the home
(2) completion of required medical, administrative, legal and participating state, local, and federal forms
(3) death procedures

3. Personnel
   a. points to be discussed when covering personnel procedures
      (1) methods of recruitment
      (2) selection (references, etc.)
      (3) how to conduct an interview (job description, personnel policies, etc.)
      (4) placement
      (5) orientation techniques for new employees
      (6) exit interview
      (7) laws & regulations relating to employees:
         (a) unemployment compensation
         (b) social security
         (c) workmen's compensation
         (d) fair labor laws
         (e) wages & hours
         (f) safety acts & regulations
         (g) required local, state & federal records & reports
   b. in-service training
      (1) how, where, who, when to instruct
      (2) visual aids
      (3) safety (fire drills, etc.)
      (4) job analysis & work simplification
   c. labor relations
      (1) problem solving by team approach
      (2) union activities (labor laws)
      (3) handling personnel complaints & grievances
      (4) staff interrelationships

B. Effective Communication & Public Relations:
   1. Internal & external communication
   2. Volunteer services
   3. Agency relations
   4. Professional relations
   5. Community health planning

C. Business Management:
   1. Accounting as a management tool:
      a. accounts payable
      b. accounts receivable (collection techniques)
      c. cash flow
      d. departmental cost analysis
      e. budget control
      f. payroll (control & analysis)
      g. interpretation & analysis of P&L & Balance Sheet
   2. Purchasing:
      a. purchase orders
      b. bid techniques
      c. receiving
      d. inventory control
   3. Insurance:
      a. fire and extended coverage
      b. malpractice
      c. special

D. Safety:
   1. Disaster plan
   2. General safety regulations

E. Dietary Department:
   1. Orientation:
      a. overview of operation
      b. personnel & job function
   2. Sanitation:
      a. pest control
      b. disease & food
      c. food spoilage
      d. disposal of waste
      e. microbiology
      f. employee hygiene
   3. Housekeeping & Safety:
      a. maintenance of floors & walls
      b. general safety
      c. fire
      d. disaster food service
   4. Food service:
      a. type of food service system
         (1) dining room
         (2) tray service
         (3) other
      b. special diets
      c. purchasing food
      d. receiving food
      e. storage of food
      f. dietary equipment
      g. food preparation
         (1) value of standard recipes
         (2) portion control
      h. food cost control
         (1) budget
         (2) records
      i. temperature protection
         (1) hot food
         (2) cold food
         (3) stored food
      j. production planning (forecasting requirements)
      k. non-food supplies
   5. Patient service:
      a. tray preparation with coordination & dispatch of food carts
      b. return of soiled dishes
      c. proper cleaning of pots, pans and tableware

F. Housekeeping Department:
   1. Orientation:
      a. problems
      b. personnel
      c. overview
   2. Sanitation & disinfection:
      a. microbiology
      b. methods of disinfection
   3. Basic cleaning procedures:
      a. dust & particulate control (odor)
      b. washing, mopping & scrubbing
      c. floor care
      d. use of machines; buffing, etc.
      e. chemicals, disinfectants, etc.
      f. pest control

4. Special cleaning:
   a. windows
   b. screens
   c. furniture
   d. light fixtures
   e. radiators
5. Care & maintenance of equipment.
6. Safety.

G. Nursing Department:
1. Organization:
   a. professional nursing supervision
   b. routine services
   c. role of nurses aide
2. M-dical terminology.
3. Pharmacology.
4. Medical protocol & physician relations.
5. Principles of utilization & review.
6. Hospital relations.
7. Inservice training.
8. Medical records.
9. Use of consultants.
10. Special diets--importance of.
11. Geriatrics & psychology of.
12. Purchasing, storage & inventory control.
13. Microbiology & sanitation.

H. Patient Care Policies:
1. Patient care standards.
2. Local, State & Federal laws & regulations relating to nursing service including conditions of participation for Title XVIII and Title XIX.
3. Goals & functions of Department of Nursing.
4. Rehabilitation, physical therapy & social services.
5. Dental & podiatry needs of the patient.

I. Operation, Maintenance & Grounds:
1. Grounds:
   a. lawn care, equipment use, maintenance & storage
   b. control of weeds & pests
   c. care of trees & plantings
2. Building interior:
   a. boiler, hot water heaters, etc.
   b. air conditioning & ventilating systems
   c. electrical, including: motors, generators, lighting, etc.
   d. plaster repair, painting, etc.
   e. plumbing, water valves, drains, etc.
   f. fire extinguishing equipment
   g. building equipment: kitchen, laundry, etc.
3. Building exterior:
   a. roof, gutters, windows, screens, painting, etc.
   b. brick
4. Repair shop:
   a. equipment & its maintenance
   b. supplies & spare replacement parts
   c. inventory control

J. Laundry Department:
1. Knowledge of how equipment operates & capacities.
2. Study linen flow.
3. Chemicals.

4. Sanitation & disinfection of linen
5. Storage & handling
6. Inventory control

VII. EVALUATION

Based on monthly progress reports by student, preceptor & coordinator.

Grading:

90% - 100% of total points = A
80% - 89% of total points = B
65% - 79% of total points = C
55% - 64% of total points = D

OBJECTIVES

Subobjective 4:

To cooperatively compile a prioritized list of supplementary (continuing education) course topics for Washington State nursing home administrators.

Supplementary Course Topics

1. New Financial Management in Nursing Homes.
2. Introduction to Processes of Aging: Biological - Psychological - Social,
3. New Dimensions and Current Trends in Gerontology.
4. Fraud and Abuse in the Nursing Home.
5. Federal Policy Toward the Aging - its inadequacies and its Politics.
6. Legal Issues in Nursing Homes.
7. Financial Management by computers.
8. Geropathology - abnormalties of physical aging.
9. Psychopharmacology and the geriatric patient.
10. Developing a Therapeutic Community within a Nursing Home.

OBJECTIVES

Subobjective 5:

To identify on a regional basis other post secondary institutions in Washington State that are interested in cooperating to develop an ongoing coordinated educational delivery system for preparatory and supplementary instruction for nursing home administrators.

Proposal for Nursing Home Administration Program in Three Additional locations

Purpose:

To meet the needs of the State-wide community by offering an Associate degree in Nursing Home Administration in various locations--Vancouver, Spokane, Everett-- in the State of Washington. The Associate Degree fulfills the requirements of RCW 18.52.070 (2) of the law regulating the practice of nursing home administrators. The law, HB 316, was passed by the 1st executive legislative session in 1977 and becomes effective January 1, 1980.

Objectives:

1. to meet the requirements of Washington State Board of Nursing Home Administrators and to provide the education, didactic and practicum, for the persons desiring to fulfill all requirements, State and personal, to become a nursing home administrator.
2. to provide the education in locations which are accessible to the potential students.
3. by providing the state-wide continuity of the educational program under the auspices of FSCC to assure coordination with all nursing home associations, State and national agencies, Gerontology departments in various colleges, Areas on Aging, and other community colleges throughout the United States.

The program is proposed to meet the requirements of the state law which requires an Associate Degree or two years of education beyond high school. However, the 2 year beyond high school does not qualify the student to write the state licensing examination. There are additional requirements such as further educational courses and internships.

By taking the program to the areas of Vancouver, Everett, and Spokane the community needs for potential nursing home administrators could be met in a fairly close proximity to the individual's living environment.

Under this proposal, participating community colleges would be governed by SBCCE regulations 4.50.1, Cooperative Instructional Programs (inter-district program arrangements); and 4.50.01, Inter-district Joint Program

Offerings. FSCC and the participating community college may agree to jointly offer the nursing home administration program. This proposal suggests that FSCC offer the core subjects within the program and the participating community college offer the general subjects needed to complete the Associate Degree in Nursing Home Administration. The specific would be coordinated by representatives of each college.

The feasibility of this proposal to the community colleges is in the economics of the program. First, the cost of program development has been borne by FSCC. Second, it would not be economically feasible to establish an independent associate degree program in each community college because of the small number of people requesting licensure each year. (Information provided by the State Board of Examiners for Nursing Home Administrators notes that approximately one-hundred persons sit for the state licensure examination annually.)